<u>5</u>    Ensures required environmental revi ews are accomplished for consolidation/ *c*ollocation actions.

<u>6</u>    Coordinates directly with the Manpower and Cost Analysis Committees.

<u>7</u>    Updates and maintains the Facilities Chapter to ITRO Procedures Manual.

<u>8</u>    Addresses accessibility requirements IAW Rehabilitation Act of 1973, as amended, The Architectural Barriers Act of 1968, as amended, and the Uniform Federal Accessibility Standards.

9.  **Facilitating Service** .  Each directed study will be assigned to a specific Service (Army, Navy, Marine Corps, Coast Guard, or Air Force) for the purpose of facilitating the study or review process.  The Steering Committee selects the facilitating Service.  The specific office responsible for facilitating a study is the ITRO office of the selected Service.  The HC ITO is the primary facilitator for HC studies.  The facilitating Service:

a.    Appoints a study chairperson and determines the facilitating Service's representation on the QLG. The facilitating Service is encouraged to provide a pre-brief to the study Chairperson.

b.    Contacts each Service ITRO office to obtain the names, organizations, and phone numbers of the representatives who will participate in the study.

c.    Provides advice and counsel to the chairperson of the study.  Using the ITRO Procedures Manual, Regulation, and appropriate briefings, ensures the chairperson understands ITRO goals, procedures, and participant responsibilities.

d.    Provides arrangements for support as required by the chairperson to conduct the QLG meeting.

e.    Presents the ITRO orientation briefing at the QLG initial meeting.  This briefing should include, at a minimum, an overview of the ITRO study process.

f.    Ensures the chairperson makes appropriate distribution of the QLG minutes.

g.    Provides an ITRO facilitator to the study/review meetings.  The facilitator should be well versed in ITRO procedures and study methodologies.  If the facilitating office cannot support a meeting, it should obtain support through the Secretariat from the other ITRO offices.   Participating Services are not required to provide a facilitator.

h.    Confirms analyst availability with committee chairpersons.

i.    Ensures individual study schedules are coordinated with the ITRO Master Schedule maintained by the Secretariat.

j.    Upon selection of what appears to be the best option(s) by the DEB, coordinates final refined cost analysis of recommended option(s).

k.    Hosts the costing meeting at the training site chosen by the DAG.

l.    Prepares briefing charts detailing manpower and cost impacts for presentation to the SC, DEB or EB, as required.

m.  Issues letters/certificates of appreciation.  The facilitating Service will forward letters requiring a secretariat-level signature.  Such letters will only be for an individual who has accomplished extraordinary tasks in conduct of the DAG.

n.    Ensures all Services provide instructional systems specialist expertise for all phases of a study or curriculum review.

10. **Quick Look Group (QLG)**.  The purpose of the QLG is to determine if a functional training area should undergo a detailed analysis for the purpose of consolidating or collocating training.  See Chapter 3, paragraph 4 for detailed QLG procedures.

11. **Detailed Analysis Group (DAG)**.  The purpose of the DAG is to conduct a detailed curriculum and resource requirements analysis with the goal of consolidating/collocating training.  Permanent members are the Chairperson and official Service voting members of the QLG; augmented as necessary by subject matter experts (SME) such as manpower, facilities, cost, budget, training, education, and instructional systems specialists. Service ITRO representatives present at DAG meetings are not members of the QLG/DAG but act as facilitators to the DAG to ensure ITRO procedures are followed.  The DAG:

a.    Identifies common task/skills requirements and level of commonality that exists between each of the participating Services.

b.    Builds course model(s) to include Service unique tracks.

c.    Identifies program and course curricula impacted by course model(s).